

United States Government

memorandum

Department of Energy (DOE)
Savannah River Operations Office (SR)

DATE: MAR 12 2001

REPLY TO

ATTN OF: SCFA (Lanigan, 803-725-0404)

SUBJECT: Subsurface Contaminants Focus Area (SCFA) Call for Fiscal Year (FY) 2001 Quick Win Deployment

TO: Distribution

The SCFA is seeking DOE Field Office proposals to accelerate environmental cleanup within the DOE complex through the multiple use of new technologies and processes addressing subsurface contamination. This call is meant to promote the use of mature innovative technologies to provide a "quick win" to DOE Environmental Management (EM). Proposals are due on or before April 16, 2001, to the SCFA Lead Office.

The SCFA has identified funding in the amount of \$2.5M to be awarded through a competitive process for quick win deployments that utilize new technologies or approaches that will be deployed in FY 2001-2003. All proposals must include the following:

- Submission letter (committing to deployment) from the proposing DOE Site Manager, Site Assistant Manager for EM, or equivalent with budget authority;
- Program Baseline Summary Benefits;
- Joint funding and/or in-kind contributions; and
- Completed cost-benefit analysis.

The specific requirements for this Call for Proposals are included in the Attachment.

Projects are encouraged to submit proposals that do not exceed a total request of \$500K EM-50 Office of Science and Technology (OST) funding, unless they show exceptional cost savings, schedule acceleration, and/or other significant benefits. Projects over \$500K will require additional documentation/justification to more fully substantiate claims. Please note that all OST funding for the duration of a project will be provided at the award of the proposals. Proposals requesting OST funding in the out-years will not be accepted.

We request that no more than two proposals be submitted per site. This is commensurate with the amount of funding available and time and resources to review the proposals.

Electronic and hard copies of the proposals are due on or before April 16, 2001, to the SCFA Lead Office:

Attention: Mr. Carl Lanigan
U.S. Department of Energy
Savannah River Operations Office
Road 1, Building 703A
Aiken, SC 29802
Email: carl.lanigan@srs.gov

Proposals must include innovative technologies or processes that have already been demonstrated, or have produced sufficient performance data to show that they are capable of full-scale, widespread deployment. Life cycle cost savings must be reported as a change in the life-cycle cost of the associated Program Baseline Summaries (PBSs) upon successful deployment of the technology.

The DOE Site Manager or the appropriate Assistant Manager for EM with budget authority must submit the proposal. The proposal should contain the name and phone number of the technical lead/project manager who will be the contact for the project and would be available to answer questions on the proposal.

All questions or comments on this solicitation should be directed to Carl Lanigan at (803) 725-0404 or submitted electronically via email to carl.lanigan@srs.gov.



Thomas Heenan
Assistant Manager for
Environment, Science and Technology

AMEST:CL:kr

OB-01-021

Attachment

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1.0 BACKGROUND

This quick win deployment initiative is meant to stimulate the deployment of innovative subsurface technologies by incentivising their use by providing OST funding which could mitigate some of the financial risk of using a new technology.

Deployment is defined as "the use of a technology or technology system toward accomplishment of one or more site-specific DOE Environmental Management program cleanup objectives as applied to the actual waste requiring management at the site".

2.0 REQUIREMENTS

This call must meet the following requirements to be considered for award:

- Non-OST site funding/resources with end user commitment by the DOE Site Manager or appropriate Assistant Manager with budget authority.
- Program Baseline Summary Benefits
- Technology must be ready for deployment on an actual, identified, contaminated DOE site
- Schedule confidence that initial deployment will occur in FY 2001-2003
- Performance Milestones (**MUST** include milestone for completion of technology safety data sheet)
- Demonstrated ability to obtain regulatory and stakeholder approval.
- Application of the Integrated Safety Management System
- Monitoring activities needed to verify results of deployment and development of lessons learned

3.0 PROPOSAL PREPARATION INSTRUCTIONS

The proposal shall include the following sections:

1. Technical Proposal
2. Cost Proposal.
3. Project Baseline Summary Benefit
4. Performance Milestones

3.1 Length and Number of Copies

No more than two proposals can be submitted per site. One original is required, in addition to an electronic submission (see cover memo for address). Proposals should be e-mailed to the SCFA Lead Office to the attention of Carl Lanigan at carl.lanigan@srs.gov. The proposal must be submitted in the Work Authorization Module (WAM) format. This is needed to define the Program Execution Guidance (PEG) required for a Annual Financial Plan (AFP) funds transfer which is how a proposal will receive its funding if selected. This is available at www.saic-rs.com/ars/ars2001/peg2001.asp. Separate files for graphics and tables can be attached to the proposals. The long form section of the WAM format can be used if the narrative portion of the proposals exceeds the size limitation of the PEG section. Generic TTP numbers can be used at this time. Proposals shall not exceed 10 pages in length including attachments and the cover letter.

3.1.2 Format

Submittal letter from DOE Site Manager, AM EM, or equivalent with budget authority.

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WAM Format:

- 1.0 Technical Proposal (use Narrative section in WAM)
 - 1.1 Deployment approach
 - 1.2 Technical Merit
 - 1.3 Site Need (reference to Integrated Planning, Accounting, and Budget System)
 - 1.4 Technology selected
 - 1.5 Integrated Safety Management System integration
 - 1.6 Stakeholder/regulatory acceptance
- 2.0 Cost Proposal
 - 2.1 Cost-benefit analysis
 - 2.2 OST funding request (use financial section in WAM)
 - 2.3 Amount of funding/services provided by site
 - 2.4 Current and out-year spend plan (use financial section in WAM)
- 3.0 Program Baseline Summary Benefits
- 4.0 Performance milestones
 - 4.1 Identify milestones that represent the principal activities to complete project (use milestone section in WAM)

Please note clearly in the proposals those sections that address the ranking criteria identified below. This will facilitate proposal review.

3.2 Evaluation Criteria

Proposals will be selected for funding using a two-phase evaluation process. Phase I evaluation is a responsiveness review which determines whether the proposals address the requirements of Section 2.0 of this attachment. Phase II includes an evaluation and scoring of the proposals against selection criteria.

3.3 Phase I – Responsiveness Review

Proposal will be evaluated as to whether it contains all of the information identified in Section 2.0 of this attachment. If the proposal does not meet any one of the listed criteria, it will be screened from further evaluation. Only those proposals that meet all screening criteria will proceed to Phase II.

3.3.1 Phase II – Selection Criteria

The Phase II evaluation, scoring, and selection will be made in accordance with the following selection criteria and programmatic considerations. Proposals must be responsive to each criterion.

The following selection criteria will be used to evaluate the proposals:

- Criterion 1 – Deployment Approach/Technical Merit
- Criterion 2 -Amount of funding/services provided by site
- Criterion 3 – Benefit provided to site's PBS
- Criterion 4 – Technology maturity

3.3.2 Proposal Preparation Instructions

The proposal shall provide DOE with the information needed to evaluate proposals. The elements defined below summarize information that should be included in the proposal. Note that the elements are not listed in order of preference or priority.

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3.3.3 Deployment Approach

- A) The deployment approach must indicate the full scope of the activity/project. The approach should lend itself to readily discernable outcomes. The proposal shall demonstrate degree to which the proposed deployment offers an improvement over the existing site baseline(s). The proposal should briefly discuss the current baseline process, treatment, or requirements, and discuss how this proposal uses proven or advanced technologies to improve upon the baseline process.
- B) Technical Merit. The technical aspects of the deployment need to be addressed. Pre-deployment characterization, process monitoring during deployment, and post-test performance assessment are integral parts of any successful proposal and needs to be addressed.
- C) Identify the technology need and number as identified in IPABS
- D) Identify the technology to be deployed. There are a number of resources that can be queried to find information about innovative subsurface technologies. Also, ITRD (Innovative Treatment Remediation Demonstration Program) project in the deployment phase may also be considered. The following are some web sites which have this information. Please note proposals are not restricted to the technologies in these sites.

Technology Management System (TMS) at <http://tms.em.doe.gov>.

SCFA at <http://www.envnet.org/scfa/>

ASTD at <http://id.inel.gov/astd/>

Efficient Separations and Processing Crosscutting Program at
<http://www.ornl.gov/divisions/ctd/ESP/index.htm>

Characterization, Monitoring, Sensor Technology Crosscutting Program (CMST) at
<http://www.cmst.org/>

Industry Programs--National Energy Technology Laboratory (NETL) at
<http://www.netl.doe.gov/products/em/old/pmem.html>

- E) Describe how environmental, safety and health issues will be addressed in the deployment. This description must identify how the Integrated Safety Management System (ISMS) will be applied in the proposed deployment.
- F) Discuss what will be done to gain stakeholder/regulatory acceptance of the proposed technology.

3.3.4 Cost Proposal

- A) A cost-benefit analysis that compares validated baseline costs against estimated costs for the entire project life-cycle. The proposal must show the project's ability to maximize life-cycle, cost-reduction savings through deployment of a new technology or process as compared to the referenced baseline technology or process. The cost-benefit analysis should be prepared using the proven, broadly-accepted, and simple Return-On-Investment (ROI) methodology.
- B) Include the amount of OST funding requested in current year funding section of the WAM format.
- C) The proposal should discuss all non-OST funding that is to be used in this proposed project and the firmness of the funding commitment. The amount of all leveraged funding needs to be

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identified by fiscal year. Scores will be higher for proposals providing leveraged funding/services in excess of amount of OST funding requested.

D) Include the proposed spend plan for OST funding in the financial section of the WAM format.

3.3.5 Benefit Provided to Site's PBS

The proposal shall demonstrate the relationship of the proposal to site planning data as reported in Paths to Closure. Specifically, the proposal should include the affected PBSs, the site needs, and/or the disposition map elements that will be impacted by the deployment(s). Scoring is higher for deployments that:

- address high priority needs and/or higher risk disposition map elements,
- will either enable or accelerate achievement of site-identified, critical closure-path milestones,
- demonstrate significant cost savings that will be made over the (PBS) baseline,
- support to high visibility projects.

3.3.6 Performance Milestones

In the milestone section of the WAM format, milestones should be identified which clearly show the progression of the proposed deployment. At a minimum, there should be milestones for deployment start, project completion and **MUST** include milestone for completion of technology safety data sheet. Milestones for regulatory approvals and other significant activities, such as providing a final report with lessons learned (based upon monitoring and verification of deployment results) and updated ROI estimate after deployment should be included.

4.0 PROPOSAL SELECTION PROCESS

The SCFA Lead Office will conduct the responsiveness review. The SCFA Lead Office and the SCFA User Steering Committee will conduct the Phase II evaluation. The proposals that best address the closure priorities of the DOE Complex and provide significant benefit will be selected.

Following proposal selection, sites will be requested to develop a deployment plan. The deployment plan will be included in the Long Form Technical Task Plan (TTP) section in WAM. TTPs will contain performance criteria and terms and conditions for the individual project. Guidance on deployment plan preparation and submission will be provided to those with successful proposals following review and project selection.

5.0 TERMS AND CONDITIONS

5.1 Notice of Award

Proposals selected for funding will be sent a Notice of Award and a request to develop a deployment plan Long Form TTP. The notice will also identify those proposals not selected for award and the general basis for the determination. The notice will include a deployment plan TTP guidance document. Each deployment plan TTP will undergo a review and negotiation period to determine the performance criteria and project requirements.

5.2 Proprietary Application Information

Proposals submitted in response to this solicitation should not contain trade secrets and/or privileged,

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confidential, proprietary, or commercial information.

5.3 Proposal Revision

The SCFA reserves the right to require proposals to be clarified or supplemented to the extent considered necessary either through additional written submissions or oral discussions.

5.4 Amendments

If an amendment to this solicitation is required, each DOE individual who received a copy of this solicitation will be notified of the change(s).

5.5 Past Performance

The SCFA reserves the right to solicit from available sources relevant information concerning a proposal submitter's past performance and may consider such information in its evaluation.

5.6 Availability of Funds












The actual amount of funds to be obligated will be subject to availability of funds. The SCFA reserves the right to fund in whole or in part, any, all, or none of the applications submitted in response to this solicitation. Funding for selected projects is anticipated to be in place during the fourth quarter of FY 2001.

The entire portion of OST funding required for the duration of the deployment will be transferred into a TTP by means of Annual Financial Plan funds transfer. No OST out-year funding will be provided.

5.7 Changes to Original Proposal

Changes to the original proposal after selection will be subject to the EM-50 change control procedure used by Accelerated Site Technology Deployment (ASTD) projects. The SCFA Lead Office will have approval authority on proposed changes in scope. Copies of this procedure will be made available upon request.

ID	Task Name	Duration	Start	2nd Quarter															
				3/4	3/11	3/18	3/25	4/1	4/8	4/15	4/22	4/29	5/6	5/13	5/20	5/27	6/3	6/10	
1	Issue Call: (Call briefed at SCFA Mid-year)	1 day	Mon 3/12/01	3/12	3/12														
2	Sites Develop Proposals	25 days	Tue 3/13/01	3/13															
3	Receive and Sort Proposals - Responsiveness Review	8 days	Tue 4/17/01																
4	Copies to USC	1 day	Fri 5/4/01																
5	SCFA Proposal Evaluation	15 days	Mon 5/7/01																
6	USC Pre-review	15 days	Mon 5/7/01																
7	USC review meeting	2 days	Wed 5/30/01																
8	Proposal selection	5 days	Fri 6/1/01																
9	TCR's & PEGs to EM-50 (July Fin Plan)	1 day	Fri 6/8/01																

Project: q watt Date: Mon 3/5/01	Task			
	Progress			
	Milestone			
	Summary			
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